

Bureau of Indian Affairs – Palm Springs Agency
 Checklist for Assignment of Commercial Leases **§162.449-452**

<input checked="" type="checkbox"/>	Realty Specialist assigned to project		
	Lease Number / TAAMS ID		PSL- / TAAMS
	Allotment / Tract No., Section, Township, Range, and Acres		
	Lessor(s)		
	Assignor / Lessee		
	Assignee		
REQUIRED DOCUMENTATION FOR A COMPLETE PACKAGE		LESSEE TO FILL OUT	
	<p>Assignment to Lease submitted to the Agency for review and approval. <i>(Minimum of 2 to 3 originals)</i></p> <p>To Include:</p> <p>___ 162.450(a) The lessee must notify all Indian landowners of the proposed Assignment</p> <p>___ Exhibit A, with legal description attached <i>Legal must match Master Lease or Supplemental ,</i></p> <p>___ Consents, if required by Lease w/notary acknowledgements</p>	Tab 1	Title of doc: How many submitted? Proof of mailing: Is Exhibit attached (legal description)? Consents w/notary provided?
	<p>Case Initiation Letter Received <i>(Letter of intent - explaining proposal.)</i></p> <p><i>(Encode in Realty Tracking)</i></p>	Tab 2	(BIA) Date received:
	<p>Administrative Fee Paid - \$2,000.00 for ML, and \$500 for Sublease</p> <p>PLUS</p> <p>\$500 Rush Status (5 to 10 days)</p> <p>\$250 Pre-review before executed document</p> <p>\$250 for BIA to obtain consents for each landowner</p> <p>Payable to the "ACBCI Commercial" Palm Springs Agency PO Box 2245 Palm Springs CA 92263</p>	Tab 3	Date received: Check No. Amt.
	<p>Request Corporate Documents: on new Lessee/Buyer:</p> <p>___ Evidence of signing authority – <i>must match the signatures on Master Lease and/or Assignment</i></p> <p>___ Articles of Incorporation / Corp. / HOA</p> <p>___ Partnership Agreement / LP</p> <p>___ Articles of Organization or Cert. of formation/ LLC</p> <p>___ Financial Statement / Certificate of Good Standing / or Credit report</p> <p>___ Fictitious Name Filing</p> <p>___ Homeowner's Association (List of Officers)</p>	Tab 4	

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	<p>Certificate of Liability Insurance Must state the following:</p> <p>Example: <i>Business Lease No. PSL-XXX, NAME OF LEASE</i> <i>Additional insured parties: The United States Department of Interior, Bureau of Indian Affairs-Palm Springs Agency, Indian landowners (Lessors) (names) or heirs of . . .and their Allotment(s): 12x, 12x</i></p>	Tab 5	Expiration date: <input type="checkbox"/> Liability Insurance <input type="checkbox"/> Property Insurance
	<p>Preliminary Report Review:</p> <ul style="list-style-type: none"> • Check for unauthorized legal documents • Check for Rights of Ways, and • Request RW Specialist to check if any are expired. <p>Check legal to ensure it matches with our Federal records</p>	Tab 6	Yes or No, Lender: Any reconveyances?
	<ul style="list-style-type: none"> • . <p>§ 162.452(2) Has the Lessees Mortgagees or sureties consented. <input type="checkbox"/> Lessee must submit a reconveyance of last DOT, if any.</p>	Tab 7	Any unauthorized Doc's: How many ROW's are listed: Any expired ROW's:
	<p>Acknowledgement Statement from Seller and Buyer Regarding Prorated Rents:</p> <ol style="list-style-type: none"> 1. Assignor to provide Statements of Gross Receipts for the Fiscal year up to the date of Sale within 30/60 days. 2. Assignee is responsible for Statement of Gross receipts starting from the date of closing. 	Tab 8	
(BIA)	<p>Run a Title Status Report</p> <input type="checkbox"/> Verify legal and acreage is correct <input type="checkbox"/> No outstanding encumbrances on the leased premises	Tab 9	Date requested: Date of Report:
(BIA)	<p>Categorical Exclusion Exception Review (CEER) –</p>	Tab 10	Date requested: Date signed:
(BIA)	<p>Request reconciliation from accounting on the Master Lease, if applicable, to ensure the lease and sublease are not in default. Request if Certified Statements of Gross Receipts have been received.</p>	Tab 11	Date requested: Date received: Any amounts Due: Statements of Gross Receipts:
	<p>DO Transfer fees apply? Yes or NO</p>		

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We have 30 days from receipt of a “COMPLETE PACKAGE” the executed ASSIGNMENT, proof of required consents, and required documentation to approve or disapprove.